



Georgia Tech Scheller College of Business Jones MBA Career Center

MBA RECRUITING AT SCHELLER – OFFER AND ACCEPTANCE GUIDELINES

Rationale for Recruiting Guidelines

The Jones MBA Career Center team works hard to ensure your employer experience is not only enjoyable and easy – but that your MBA employment yield from Scheller makes for a productive and effective use of your recruiting resources. We ask that you follow our guidelines regarding offer expiration dates listed at the end of this section.

Following these simple guidelines makes for a win/win scenario. The guidelines benefit our students in that they are allowed an optimal period of time to review their decision with their coaches and make the very best choices for them. Time has taught us that following these offer guidelines also benefits Scheller’s employment partners. Our MBA students, among many other wonderful things, are analytical and desire a structured process. These students are unlikely to accept any offer before they are able to finish their process, and a premature deadline from an offering employer often excludes that employer from consideration.

Scheller is proud of our students’ adherence to our ‘yes means yes’ policy, and employers know that an acceptance from a Scheller MBA student is a very solid commitment. Scheller MBA students well know the gravity of accepting an employment offer and take it appropriately seriously. Early deadlines are often ‘red-flags’ to students and cause them to seek other options that are less rushed.

The MBA recruiting environment is competitive and employers are understandably anxious to lock down the very best talent at the earliest possible date. It is Scheller’s hope that our valued employment partners will see the advantage of these guidelines to all parties.

Offers

- All offers must be in writing. Written offers are defined as electronic or hard copies.
- The written offer date determines the start of the timeline provisions outlined below.

Exploding Offers

- Extending an exploding offer, defined as giving a candidate an unreasonably short time to accept an offer before it is revoked or substantially changed is strongly discouraged. Students will be coached to ask for more time as needed.
- Financial incentives encouraging students to commit before the deadline are permitted, as long as the incentives are small relative to the overall value of the offer and still allow the student a minimum of two weeks decision time.

MBA Offer Timelines (Full-time and Internship)

Full-time Offers

- Full-time offers made in the fall semester should remain open until October 31 or a minimum of three weeks after the written offer (whichever is later).
- Full-time offers made in the spring semester through April 1 should remain open for a minimum of three weeks after the date of the written offer (whichever is later).
- After April 1, offers should remain open for a minimum of two weeks after the date of the written offer.

Internship Offers

- Internship offers should remain open until February 28 or a minimum of three weeks after the written offer (whichever is later).
- After April 1, offers should remain open for a minimum of two weeks after the date of the written offer (whichever is later).
- Companies that recruit first year MBA students for internships prior to the start date of the spring semester are encouraged to allow those internship offers to remain open until February 28 in alignment with our internship recruiting guidelines on campus.

Internship to Full-time Offers

- Full-time offers made to students that have completed a summer internship with your company should remain open until October 31 or a minimum of three weeks after the written offer (whichever is later).

Student Accountability

- All acceptances must be in writing. Acceptances may occur by electronic or hard copy.
- In the extremely unlikely event that a student accepts a written offer of employment and later rescinds on the acceptance, please notify the MBA Career Services Office. We recognize the importance of integrity in accepting an offer and will follow up with the student immediately. We have provisions to remove recruiting privileges if these circumstances arise. Students sign and are expected to abide by our code of conduct.

Employer Accountability

We understand that the recruiting environment is constantly evolving, and organizations have their own unique challenges and strategies for hiring MBA talent. We expect our recruiting partners to provide our students with the common courtesy of communication regarding interview process and offer details. Students are coping with tighter and tighter timelines while trying to make major career/life decisions and maintain the integrity of their brand in the marketplace.

The Jones MBA Career Center team is doing our best to support our employers and our students and we stress, beginning at student orientation that 'yes to an offer means yes to an offer' and the fidelity of our employer commitment depends on that policy. Further, we encourage students to avoid keeping an offer open for an extended period of time.

The current climate of recruiting complicates our students' decision-making process. Treatment by employers can often impact employment offer decisions. To assist our students in their search process and also to compete well for our top talent, your team can help in these ways:

- Please communicate in a timely manner regarding a candidate's status within the process.
- If interview scheduling changes or an interviewer no-shows, please communicate in a timely manner with the candidate.
- Please provide written offers.
- Please be open when a student has a situation that requires more time for an offer decision.